PROGRAMME OF STUDY

PROFESSIONAL STUDY OF ROAD TRANSPORT, RAIL TRANSPORT AND POSTAL SERVICES
LIST OF COURSES

Professional Study of Road Transport

1st year of study – Semester I (Winter Semester)

<table>
<thead>
<tr>
<th>Course unit no.</th>
<th>Title of the course unit</th>
<th>Hours weekly</th>
<th>ECTS credits</th>
<th>Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mathematics</td>
<td>4 - - 3 -</td>
<td>8 - 1</td>
<td></td>
</tr>
<tr>
<td>58</td>
<td>Introduction into Marketing</td>
<td>2 - 1 - 0 -</td>
<td>4 - 1</td>
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</tr>
<tr>
<td>3</td>
<td>Graphic Communications</td>
<td>2 - 2 -</td>
<td>5 - 1</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Informatics Fundamentals</td>
<td>2 - 3 -</td>
<td>5 - 1</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Knowledge of Commodities</td>
<td>2 - 1 -</td>
<td>5 - 1</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Foreign Language I</td>
<td>2 - 1 -</td>
<td>3 - 1</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Physical Education</td>
<td>(2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total / semester</strong></td>
<td></td>
<td>14 - 2 - 9 (11) -</td>
<td>30 - 6</td>
<td></td>
</tr>
</tbody>
</table>

Note: 1) L – lecture, S – seminar, E – exercise, P – practical
2) Students can choose one of the following foreign languages: English, German or Italian
3) Physical Education is performed out of time-table

1st year of study – Semester II (Summer Semester)

<table>
<thead>
<tr>
<th>Course unit no.</th>
<th>Title of the course unit</th>
<th>Hours weekly</th>
<th>ECTS credits</th>
<th>Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Transport and Regional Planning</td>
<td>2 - 1 -</td>
<td>4 - 1</td>
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</tr>
<tr>
<td>9</td>
<td>Advanced Transportation Systems</td>
<td>2 - 2 -</td>
<td>6 - 1</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Basics of Electrical Engineering and Electronics</td>
<td>2 - 2 -</td>
<td>5 - 1</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Statistics in Transport</td>
<td>2 - 1 -</td>
<td>4 - 1</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Foreign Language II</td>
<td>2 - 1 -</td>
<td>4 - 1</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Economics Fundamentals</td>
<td>2 - 1 -</td>
<td>4 - 1</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Transport and Ecology</td>
<td>2 - 1 -</td>
<td>3 - 1</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Physical Education</td>
<td>(2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total / Semester</strong></td>
<td></td>
<td>14 - 6 - 4 (6) -</td>
<td>30 - 7</td>
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2nd year of study – Semester III (Winter Semester)

<table>
<thead>
<tr>
<th>Course unit no.</th>
<th>Title of the course unit</th>
<th>Hours weekly</th>
<th>ECTS credits</th>
<th>Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Engineering Mechanics</td>
<td>3 - 2 -</td>
<td>6 - 1</td>
<td></td>
</tr>
<tr>
<td>60</td>
<td>Reloading Devices</td>
<td>2 - 1 -</td>
<td>5 - 1</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>In-house Transport and Storage</td>
<td>2 - 2 -</td>
<td>4 - 1</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Transport Law</td>
<td>2 - 1 -</td>
<td>4 - 1</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Transport Corridors and the Flow of Goods</td>
<td>2 - 2 -</td>
<td>4 - 1</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Fundamentals of Mechanical Engineering</td>
<td>2 - 1 -</td>
<td>4 - 1</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Foreign Language III</td>
<td>1 - 2 -</td>
<td>3 - 1</td>
<td></td>
</tr>
<tr>
<td><strong>Total / Semester</strong></td>
<td></td>
<td>14 - 4 - 8 -</td>
<td>30 - 7</td>
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### 2nd year of study – Semester IV (Summer Semester)

<table>
<thead>
<tr>
<th>Course unit no.</th>
<th>Title of the course unit</th>
<th>Hours weekly</th>
<th>ECTS credits</th>
<th>Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>59</td>
<td>Planning and Managing Sustainable Transport</td>
<td>2 L 2 S</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>23</td>
<td>Goods-distribution Centers and Terminals</td>
<td>2 L 2 S</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>20</td>
<td>Transport Logistics</td>
<td>2 L 1 S</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>25</td>
<td>Management Fundamentals</td>
<td>2 L 1 S</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>18</td>
<td>Operational Research in Transport</td>
<td>2 L 1 S</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>27</td>
<td>Urban Public Transport Technology and Organization</td>
<td>2 L 1 S</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>28</td>
<td>Foreign Language IV</td>
<td>1 L 1 S</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>29</td>
<td>On-the-job professional summer training – 1 month</td>
<td>(x)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>Total / Semester</strong></td>
<td></td>
<td><strong>13 L 6 S</strong></td>
<td><strong>4 (x)</strong></td>
<td><strong>30 7</strong></td>
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### 3rd year of study – Semester V (Winter Semester)

<table>
<thead>
<tr>
<th>Course unit no.</th>
<th>Title of the course unit</th>
<th>Hours weekly</th>
<th>ECTS credits</th>
<th>Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>Road Transport Infrastructure</td>
<td>2 L 1 S</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>31</td>
<td>Means of Road Transport and their Exploitation</td>
<td>2 L 2 S</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>32</td>
<td>Technology and Organization of the Road Transport</td>
<td>2 L 2 S</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>33</td>
<td>Road Transport Safety with Traffic Accidents Expertise</td>
<td>2 L 1 S</td>
<td>4</td>
<td>1</td>
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<tr>
<td>34</td>
<td>Traffic Engineering</td>
<td>2 L 1 S</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>35</td>
<td>Information Systems in Road Transport</td>
<td>1 L 2 S</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>36</td>
<td>Road Transport Economics</td>
<td>2 L 1 S</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Elective subject*</td>
<td>2 L 1 S</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total / Semester</strong></td>
<td></td>
<td><strong>15 L 5 S</strong></td>
<td><strong>5 (x)</strong></td>
<td><strong>30 8</strong></td>
</tr>
</tbody>
</table>

*Elective subjects (a student chooses one of the following):
- 57 Human Resources in Transport
- 61 Methodology Fundamentals of Professional and Scientific Papers

### 3rd year of study – Semester VI (Summer Semester)

<table>
<thead>
<tr>
<th>Course unit no.</th>
<th>Title of the course unit</th>
<th>Hours weekly</th>
<th>ECTS credits</th>
<th>Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>37</td>
<td>Semestral Practical Professional Training</td>
<td>- (x) S</td>
<td>13</td>
<td></td>
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<tr>
<td>38</td>
<td>Graduation Thesis</td>
<td>- (x) S</td>
<td>17</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total / Semester</strong></td>
<td></td>
<td>- (x) S</td>
<td><strong>30 1</strong></td>
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Professional Study of the Rail Transport
### 3rd year of study – Semester V (Winter Semester)

<table>
<thead>
<tr>
<th>Course unit no.</th>
<th>Title of the course unit</th>
<th>Hours weekly</th>
<th>ECTS credits</th>
<th>Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>39</td>
<td>Rail Transport Infrastructure</td>
<td>1</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>40</td>
<td>Rolling Stock and Train Hauling</td>
<td>2</td>
<td>-</td>
<td>4</td>
</tr>
<tr>
<td>41</td>
<td>Technology and Organization of the Rail Transport</td>
<td>3</td>
<td>2</td>
<td>6</td>
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<tr>
<td>42</td>
<td>Signalling and Automation in Rail Transport</td>
<td>2</td>
<td>-</td>
<td>4</td>
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<tr>
<td>43</td>
<td>Rail Transport Safety</td>
<td>2</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>44</td>
<td>Information Systems in Rail Transport</td>
<td>1</td>
<td>2</td>
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<tr>
<td>45</td>
<td>Rail Transport Economics</td>
<td>2</td>
<td>1</td>
<td>3</td>
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<tr>
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<td>Elective subject A*</td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total / Semester</strong></td>
<td></td>
<td><strong>15</strong></td>
<td><strong>5</strong></td>
<td><strong>30</strong></td>
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</tbody>
</table>

*Elective subjects (a student chooses one of the following):

57. Human Resources in Transport  
61. Methodology Fundamentals of Professional and Scientific Papers

### 3rd year of study – Semester VI (Summer Semester)

<table>
<thead>
<tr>
<th>Course unit no.</th>
<th>Title of the course unit</th>
<th>Hours weekly</th>
<th>ECTS credits</th>
<th>Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>37</td>
<td>Semestral Practical Professional Training</td>
<td>-</td>
<td>-</td>
<td>13</td>
</tr>
<tr>
<td>38</td>
<td>Graduation Thesis</td>
<td>-</td>
<td>(x)</td>
<td>17</td>
</tr>
<tr>
<td><strong>Total / Semester</strong></td>
<td></td>
<td><strong>-</strong></td>
<td><strong>(x)</strong></td>
<td><strong>30</strong></td>
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### Professional Study of the Postal Services

3rd year of study – Semester V (Winter Semester)

<table>
<thead>
<tr>
<th>Course unit no.</th>
<th>Title of the course unit</th>
<th>Hours weekly</th>
<th>ECTS credits</th>
<th>Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>L</td>
<td>S</td>
<td>E</td>
</tr>
<tr>
<td>46</td>
<td>Postal Services Infrastructure</td>
<td>2</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>47</td>
<td>Postal Services Technology and Organization</td>
<td>3</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>48</td>
<td>Postal Payment Services</td>
<td>2</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>49</td>
<td>Postal Services Information Systems</td>
<td>1</td>
<td>-</td>
<td>2</td>
</tr>
<tr>
<td>50</td>
<td>Postal Services Network Planning</td>
<td>2</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>51</td>
<td>Postal Services Economics</td>
<td>2</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>52</td>
<td>Postal Services Technical Facilities</td>
<td>1</td>
<td>-</td>
<td>2</td>
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<tr>
<td></td>
<td>Elective subject A*</td>
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<td>-</td>
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</table>

*Total / Semester* | 15 | 5 | 5 | - | 30 | 8 |

*Elective subjects (a student chooses one of the following):*

- 57 Human Resources in Transport
- 61 Methodology Fundamentals of Professional and Scientific Papers

3rd year of study – Semester VI (Summer Semester)

<table>
<thead>
<tr>
<th>Course unit no.</th>
<th>Title of the course unit</th>
<th>Hours weekly</th>
<th>ECTS credits</th>
<th>Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>L</td>
<td>S</td>
<td>E</td>
</tr>
<tr>
<td>37</td>
<td>Semestral Practical Professional Training</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>38</td>
<td>Graduation Thesis</td>
<td>-</td>
<td>-</td>
<td>(x)</td>
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</tbody>
</table>

*Total / Semester* | - | - | (x) | (x) | 30 | 1 |
Entire programme of Professional Studies of Road Transport, Rail Transport and Postal Services – total:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Hours / Semester</th>
<th>ECTS credits</th>
<th>Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester I</td>
<td>L 195 S 30 E 150 P - Total 375</td>
<td>30 6</td>
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</tr>
<tr>
<td>Semester II</td>
<td>L 210 S 60 E 75 P - Total 345</td>
<td>30 7</td>
<td></td>
</tr>
<tr>
<td>Semester III</td>
<td>L 210 S 60 E 105 P - Total 375</td>
<td>30 7</td>
<td></td>
</tr>
<tr>
<td>Semester IV</td>
<td>L 195 S 135 E 45 P - Total 375</td>
<td>30 7</td>
<td></td>
</tr>
<tr>
<td>Semester V</td>
<td>L 225 S 75 E 75 P - Total 375</td>
<td>30 8</td>
<td></td>
</tr>
<tr>
<td>Semester VI</td>
<td>L - S - E (x) P (x) Total -</td>
<td>30 1</td>
<td></td>
</tr>
<tr>
<td>Total at the study</td>
<td>L 1050 S 345 E 450 P (x) Total 1845</td>
<td>180 36</td>
<td></td>
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</tbody>
</table>

During studies a student attends 1845 hours. By fulfilling all the study obligations a student is awarded a total of 180 ECTS credits.
COURSE DESCRIPTION OF PROFESSIONAL STUDIES OF TRANSPORT

MATHEMATICS

Course unit number: 1

ECTS credits: 8

Hours weekly: 4+0+3+0/I

Syllabus outline


Developing general and specific competence (knowledge and skills)

By realization of the programme, a student acquires the contents of the course. The accent is on the developing of ability for logical concluding and analytical reasoning at solving problem exercises, as well as accuracy in calculation and expression of mathematical facts.

Methods of assessment

The course is carried out weekly, in the form of consultancy.
### INTRODUCTION INTO MARKETING

<table>
<thead>
<tr>
<th>Course unit number</th>
<th>58</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours weekly</td>
<td>2+1+0+0/I</td>
</tr>
<tr>
<td>ECTS credits</td>
<td>4</td>
</tr>
</tbody>
</table>

#### Syllabus outline


#### Developing general and specific competence (knowledge and skills)

By taking the exam, students gain knowledge about the possibilities of marketing application in different economic activities, the influence of the implementation of a marketing concept on business success at micro level and on the entire economical and social development. The following activities are developed: problem analysis, logical reasoning and creative thinking when addressing problem tasks in logistics.

#### Methods of assessment

The course is carried out weekly, in the form of consultancy.
GRAPHIC COMMUNICATIONS

Course unit number: 3
ECTS credits: 5

Syllabus outline


Developing of general and specific competence (knowledge and skills)

Introduction to and mastering of fundamental knowledge regarding graphic communications.

Methods of assessment

The course is carried out weekly, in the form of consultancy.
INFORMATICS FUNDAMENTALS

Course unit number: 4
ECTS credits: 5

Hours weekly: 2+0+3+0 / I

Syllabus outline

Developing of general and specific competence (knowledge and skills)
Acquisition of knowledge regarding basic informatics notions and their meaning. Through exercises the students will learn Windows, Word, Excel, Access and Internet.

Methods of assessment
The course is carried out weekly, in the form of consultancy.
KNOWLEDGE OF COMMODITIES

Course unit number: 5
ECTS credits: 5

Hours weekly: 2+1+0+0 / I

Syllabus outline

Developing of general and specific competence (knowledge and skills)
Familiarizing with properties, features and specific qualities of particular types of commodities. Recent knowledge in the field of identification, normization, quality, handling and storage of goods, and ecological acceptance of goods. Strategic goods in the market. Materials in industry and transport.

Methods of assessment
The course is carried out weekly, in the form of consultancy.
THE ENGLISH LANGUAGE I

Course unit number: 6

ECTS credits: 3

Hours weekly: 2+0+1+0 / I

Syllabus outline

Introduction of the vocabulary related to transport: Trouble with a car, Let’s catch the train, In the train, Travelling by tube, Travelling, About cars in general, The engine of a car, Road traffic regulations, Air pollution problem, Fitness to drive, Types of drivers, Driver and traffic safety education in the USA, Accident reporting.
Grammar: singular and plural of nouns, definite and indefinite article, omission of the article, personal pronouns (subjective case and objective case), possessive adjectives and possessive pronouns, reflexive pronouns, all the past, present and future tenses
Business correspondence: The form of a letter, the layout, types of business letters

Developing general and specific competence (knowledge and skills)

Mastering of the fundamental vocabulary related to road transport, rail transport and postal services. Practical and correct use of all the tenses, articles, personal pronouns, possessives and reflexive pronouns both orally and in written form. Familiarizing with the basic elements of a business letter.

Methods of assessment

The course is carried out weekly, in the form of consultancy.
THE GERMAN LANGUAGE I

Course unit number: 6
ECTS credits: 3

Hours weekly: 2+0+1+0 / I

Syllabus outline
Business correspondence: The form of a letter, the layout, types of business letters

Developing of general and specific competence (knowledge and skills)
Mastering of the fundamental vocabulary related to road transport, rail transport and postal services. Practical and correct use of present, imperative, articles, all types of pronouns, both orally and in written form. Familiarizing with the basic elements of a business letter.

Methods of assessment
The course is carried out weekly, in the form of consultancy.
PHYSICAL EDUCATION

Course unit number: 7
ECTS credits: -

Hours weekly: 0+0+2+0 / I, 0+0+2+0 / II

Syllabus outline

Classes are held in fitness center and as outdoor running exercises (cross country). Through exercises students become aware of the importance of regular exercising. Students also acquire basic information about physical education which has great influence on general health, on capacity for work and defense mechanisms. The above mentioned elements influence the development of functional and motoric ability as well as conative and cognitive characteristics of the human body.

Developing of general and specific competence (knowledge and skills)

Students gain knowledge and develop skills in physical education to satisfy biological and psychosocial need for movement.

Methods of assessment

The course is carried out weekly, in the form of consultancy.
TRANSPORT AND REGIONAL PLANNING  
Course unit number: 8  
ECTS credits: 4  

Hours weekly: 2+1+0+0 / II  

Syllabus outline

Basic notions, definitions and terminology, laws, regulations and institutions concerning transport and regional planning. Relationship between transport and regional planning. 
Methodology of designing of transport and regional plans. Components of transport and regional plans. International aspects of transport and regional planning. Features of towns, regions and other areas: development, factors, areas structuring, central settlements and development corridors system.

Developing of general and specific competence (knowledge and skills)

Introduction to theory and practice of transport and regional planning and standard types of transport-regional documentation, in order to make transport engineers capable of understanding the relationship between transport and processes of regional planning.

Methods of assessment

The course is carried out weekly, in the form of consultancy.
ADVANCED TRANSPORTATION SYSTEMS

Course unit number: 9  
ECTS credits: 6

Syllabus outline

Developing of general and specific competence (knowledge and skills)
Familiarizing with the structure of transport system. Theoretical and professional competence related to the basics of particular transport branches. Introduction to the advantages of modern transportation systems. Joining of particular transport subsystems in a transportation chain. Modern transportation systems functioning in the Republic of Croatia an in the World.

Methods of assessment
The course is carried out weekly, in the form of consultancy.
BASICS OF ELECTRICAL ENGINEERING AND ELECTRONICS  
Course unit number: 10  
ECTS credits: 5

**Syllabus outline**


**Developing of general and specific competence (knowledge and skills)**

Introduction to and mastering of basic knowledge regarding electrical engineering and electronics.

**Methods of assessment**

The course is carried out weekly, in the form of consultancy.
STATISTICS IN TRANSPORT

Course unit number: 11
ECTS credits: 4

Hours weekly: 2+0+1+0 / II

Syllabus outline

Developing of general and specific competence (knowledge and skills)
General competence: mastering of theory and skill in calculation of statistical parameters. Specific competence: capability of exploring on the spot, analyzing of collected data, explaining of calculated indices and using statistical software.

Methods of assessment
The course is carried out weekly, in the form of consultancy.
THE ENGLISH LANGUAGE II

Course unit number: 12
ECTS credits: 4

Hours weekly: 2+0+1+0 / II

Syllabus outline

Developing of general and specific competence (knowledge and skills)
Broadening of vocabulary related to road transport, rail transport and postal services. Correct comparison of adjectives, formation and use of adverbs, use of modal verbs, reporting in present. Writing of various types of business letters. Writing of a curriculum vitae.

Methods of assessment
The course is carried out weekly, in the form of consultancy.
THE GERMAN LANGUAGE II

Course unit number: 12

Hours weekly: 2+0+1+0 / II

ECTS credits: 4

Syllabus outline

Topics for broadening of vocabulary relating to transport: Car's anatomy, Traffic management, Traffic control, Train service in Europe, Hovercraft, Hovertrains, Steam cars, The post office and human progress, Postal services, The air mail, Climate and telecommunications, Communications satellites.

Grammar: adjectives, comparison of adjectives, adverbs, formation of adverbs, Perfect, Preterite


Developing of general and specific competence (knowledge and skills)

Broadening of vocabulary related to road transport, rail transport and postal services. Correct comparison of adjectives, formation and use of adverbs, use of Perfect and Preterite. Writing of various types of business letters. Writing of a curriculum vitae.

Methods of assessment

The course is carried out weekly, in the form of consultancy.
ECONOMICS FUNDAMENTALS

Course unit number: 24

ECTS credits: 4

Hours weekly: 2+2+0+0 / II

Syllabus outline
Supply and demand basic elements. Supply and demand on particular markets. Demand and consumers' behaviour. Production and corporate organization. Corporate flexibility and adaptability; horizontal corporation; strategic management and flexibility and adaptability; Cost analysis. Supply and pricing on entirely competitive markets. Income margin and monopoly. Oligopoly and monopolistic competition.

Developing of general and specific competence (knowledge and skills)
Familiarization with fundamental economic knowledge and patterns.

Methods of assessment
The course is carried out weekly, in the form of consultancy.
TRANSPORT AND ECOLOGY

Course unit number: 14
ECTS credits: 3

Hours weekly: 2+1+0+0 / II

Syllabus outline


Developing of general and specific competence (knowledge and skills)

Introduction to ecosystem functioning and to global ecologic problems. Capability to detect harmful influence of transport on the environment. Preventive measures. Capability to see road transport, rail transport and postal services in the context of sustainable development.

Methods of assessment

The course is carried out weekly, in the form of consultancy.
Syllabus outline


Developing general and specific competence (knowledge and skills)

Introduction to basic principles of mechanics: statics, kinematics and dynamics. Application of the new knowledge at solving the adequate problems.

Methods of assessment

The course is carried out weekly, in the form of consultancy.
RELOADING DEVICES

Course unit number 60

Hours weekly: 2+1+1+0/III

ECTS credits: 5

Syllabus outline


Developing general and specific competence (knowledge and skills)

Familiarizing with manipulation, ways of building, application areas and advantages and disadvantages of certain transport means with continuous operation. Mastering the methods of a budget of important exploitation sizes. Familiarizing with the criteria and a choice technique in accordance with its purpose. Familiarizing with derrick sizes, an element of material grabbing, transport devices and their elements of installation and application.

Methods of assessment

The course is carried out weekly, in the form of consultancy.
IN-HOUSE TRANSPORT AND STORAGE

Course unit number: 17
ECTS credits: 4

Syllabus outline

Developing of general and specific competence (knowledge and skills)
Familiarizing with basic features of in-house transport and storage and their application to transport and production systems. Planning of technological processes and operational organization of in-house transport. Calculation of physical and financial indicators after the planned technological designs.

Methods of assessment
The course is carried out weekly, in the form of consultancy.
TRANSPORT LAW

Course unit number: 26
ECTS credits: 4

Hours weekly: 2+1+0+0 / IV

Syllabus outline


Developing of general and specific competence (knowledge and skills)

Familiarization with and acquiring basic knowledge on transport law.

Methods of assessment

The course is carried out weekly, in the form of consultancy.
TRANSPORT CORRIDORS AND FLOW OF GOODS

Course unit number: 19
ECTS credits: 4

Syllabus outline

Main international traffic corridors; World maritime trade; International exchange of commodities; Main exporters of strategic raw materials and main shipping routes; Pan-European traffic corridors; Linking of the European North and South; White Paper of the European Union; Position of the Republic of Croatia in terms of geotraffic; Transport development strategy of the Republic of Croatia; Basic traffic corridors in Croatia; World containerization development; Ports as a system.

Developing of general and specific competence (knowledge and skills)

Getting acquainted with the structure and dynamics of the domestic and international goods flow; Getting briefed on the international maritime trade and ports; Getting acquainted with ports as a system; Getting acquainted with the world and pan-European transport corridors; Getting briefed on the European Union’s White Paper.

Methods of assessment

The course is carried out weekly, in the form of consultancy.
FUNDAMENTALS OF MECHANICAL ENGINEERING

Course unit number: 13
ECTS credits: 4

Hours weekly: 2+0+1+0 / III

Syllabus outline

Developing of general and specific competence (knowledge and skills)
Introduction to materials in mechanical engineering and their improvement. Familiarizing with admissible encumberability of particular components regarding strain. Introduction to machine components.

Methods of assessment
The course is carried out weekly, in the form of consultancy.
THE ENGLISH LANGUAGE III

Course unit number: 21
Hours weekly: 1+0+2+0 / III
ECTS credits: 3

Syllabus outline

Topics for broadening of vocabulary relating to transport:
- Britain’s roads, Roads and the church, Trading conditions, Road legislation, Early carriages, Evolution of the railway, The world of transport, Tecnology and relationship between transport and communications,
- Highway safety improvement, Technological development of the automobile, Public transport, Urban public transport, Technological advances in the twenty-first century.

Grammar: Passive voice, Causative HAVE, Conditional clauses (all the three types), Gerund vs. Infinitive, prepositions, Reported Speech with the introductory verb in the past (statements, questions, commands and prohibitions).

Business correspondence: dispatch, packing, transport.

Developing general and specific competence (knowledge and skills)

Broadening of vocabulary related to road transport, rail transport and postal services. Form and use of the passive voice, correct usage of Conditional Clauses, use of prepositions. Writing of various types of business letters: dispatch, packing, transport.

Methods of assessment

The course is carried out weekly, in the form of consultancy.
THE GERMAN LANGUAGE III
Course unit number: 21
ECTS credits: 3

Hours weekly: 1+0+2+0 / III

Syllabus outline
Topics for broadening of vocabulary relating to transport: Trading conditions, Road legislation, Early carriages, Evolution of the railway, The world of transport, Technology and relationship between transport and communications, Highway safety improvement, Technological development of the automobile, Public transport, Urban public transport, Technological advances in the twenty-first century.
Grammar: Passive voice, Conditional clauses (all the three types), subordinate clauses, Infinitive Clauses, prepositions,
Business correspondence: dispatch, packing, transport.

Developing general and specific competence (knowledge and skills)
Broadening of vocabulary related to road transport, rail transport and postal services. Form and use of the passive voice, correct usage of Conditional Clauses, use of prepositions. Writing of various types of business letters: dispatch, packing, transport.

Methods of assessment
The course is carried out weekly, in the form of consultancy.
### Syllabus outline


### Developing general and specific competence (knowledge and skills)

Familiarizing with a developmental interaction problem of transport and town. Familiarizing with planning a town transport system. Differentiating ecological transport effects. Familiarizing with an organization and managing transport in towns. Familiarizing with programs and measures for creating town transport of higher quality. Familiarizing with transport-technical expertise. Mastering budget methods and its important exploitation elements. Familiarizing with criteria and choice techniques of transhipment means according to its purpose.

### Methods of assessment

Sustainable Transport
GOODS-DISTRIBUTION CENTERS AND TERMINALS

Course unit number: 23
ECTS credits: 5

Syllabus outline

Definition and classification of goods-distribution centers and terminals and their technical-technological features. Basic structure and function of goods-distribution centers and terminals and defining of their gravitational field: infrastructure, superstructure, transport means and equipment, personnel and information system and objects of labour. Methodology of defining contents and technical-technological features: containers, RO-RO, LASH, huckepack, road and rail terminals and terminals for bulk cargo, liquid cargo and special cargo. Methodology of assessment of static, dynamic and operative capacity of distribution centers and terminals. Planning and designing of distribution centers and terminals development. Planning and programming of management systems and calculation of economic results after the new plans.

Developing of general and specific competence (knowledge and skills)

Familiarizing with the basic features of particular distribution centers and terminals and their usage in the transport system. Designing of technological processes and work organization. Calculation of physical and financial indicators after planned technological designs.

Methods of assessment

The course is carried out weekly, in the form of consultancy.
TRANSPORT LOGISTICS

Course unit number: 20
ECTS credits: 4

Hours weekly: 2+1+0+0 /IV

Syllabus outline


Developing of general and specific competence (knowledge and skills)

Familiarizing with logistics system elements. Familiarizing with processes and logistics operations related to transport and traffic. Introduction to principles of business and transportation logistics. Mastering of advanced logistics conceptions and strategies. Speed, safety and economic management in transport.

Methods of assessment

The course is carried out weekly, in the form of consultancy.
MANAGEMENT FUNDAMENTALS

Course unit number: 25
ECTS credits: 4

Hours weekly: 2+1+0+0 / IV

Syllabus outline

Definition and features of management. Systematic approach to management; Mutual relationship between management and entrepreneurship; Manager as a person and hierarchy of managers, manager’s activity and his roles, managerial skills. Planning – nature and aim of planning, types of plans; SWOT analysis, Porter’s model of generic strategies, BCG matrix; Hierarchy and types of strategies; Manager decision making.

Organizing – notion and contents of organizing, shaping and types of organizing structures, classic and modern types of organization, advanced trends in organization shaping; culture of organization; conflicts in organization. Managing of human potentials – anticipation of needs, acquisition and selection, career managing, realization assessment and rewarding; Education and development; Salaries and compensation.

Leading – definition, leader and leading skills, constitutive elements of leading, power and authority; Leading styles, approaches to leading; The theory of motivation, techniques of motivation. Control – notion and process of controlling; control stages, Control methods and techniques.

Developing of general and specific competence (knowledge and skills)

Developing of general competences dealing with enterprises’ management and organizations. Capability of applying methods and techniques of management.

Methods of assessment

The course is carried out weekly, in the form of consultancy.
OPERATIONAL RESEARCH IN TRANSPORT

Course unit number: 18
ECTS credits: 4

Hours weekly: 2+0+1+0/IV

Syllabus outline


Definition of transport problems. Open and closed problems. Bringing open problems down to closed ones. The initial basic solution determining methods (the north-west angle method, the lowest price method, the Vogel method). The optimum solution determining methods (distribution method, modified distribution method). Transport model different modifications and restrictions (impermissible communications, communication limited capacity).

Developing of general and specific competence (knowledge and skills)

Acquiring theoretical knowledge and some basic OR method skills. Training for practical problem precise defining, transformations into mathematical model, model resolving by OR methods, and solution interpretation by sensibility analysis.

Methods of assessment

The course is carried out weekly, in the form of consultancy.
URBAN PUBLIC TRANSPORT TECHNOLOGY AND ORGANIZATION

Course unit number: 27
ECTS credits: 4

Hours weekly: 2+1+0+0 / IV

Syllabus outline


Developing of general and specific competence (knowledge and skills)

Familiarization with problems concerning public and personal transports and possibilities for urban public transport organization. Identification of advantages, improvements, and needs for the urban public transport development. Presentation of public transport system selecting methods and organization.

Methods of assessment

The course is carried out weekly, in the form of consultancy.
THE ENGLISH LANGUAGE IV

Course unit number: 28
ECTS credits: 3

Hours weekly: 1+0+2+0 / IV

Syllabus outline
Topics for broadening of vocabulary relating to transport: The history of the motor car, The modern car, The internal combustion engine, The diesel engine, The history of railways, The locomotive, Train control, Postal service in the USA, Flow of mail, Ten corridors for the 21st century, Delta 3 – major European project, and 3-4 specialized articles taken from various foreign transport magazines and newspapers

Grammar: relative clauses, purpose clauses, sequence of tenses, word building by prefixes and suffixes.

Business correspondence: writing of letters regarding payment – making payment, acknowledging payment, reminder, second notice, final notice, request for extension of credit, extending credit, refusing extension

Developing of general and specific competence (knowledge and skills)

Broadening of vocabulary related to road transport, rail transport and postal services. Correct usage of relative clauses and purpose clauses. Mastering the basis of word formation by prefixes and suffixes.

Writing of various types of business letters concerning payment.

Methods of assessment

The course is carried out weekly, in the form of consultancy.
THE GERMAN LANGUAGE IV

Course unit number: 28
ECTS credits: 3

Hours weekly: 1+0+2+0 / IV

Syllabus outline


Grammar: relative clauses, purpose clauses, sequence of tenses, word building by prefixes and suffixes.

Business correspondence: writing of letters regarding payment – making payment, acknowledging payment, reminder, second notice, final notice, request for extension of credit, extending credit, refusing extension.

Developing of general and specific competence (knowledge and skills)

Broadening of vocabulary related to road transport, rail transport and postal services. Correct usage of relative clauses and purpose clauses. Mastering the basis of word formation by prefixes and suffixes. Writing of various types of business letters concerning payment.

Methods of assessment

The course is carried out weekly, in the form of consultancy.
ON-THE-JOB PROFESSIONAL SUMMER TRAINING

Course unit number: 29
ECTS credits: 2

Hours weekly: 0+0+0+(x) / IV

Syllabus outline
One-month practical professional training is carried out during the summer season following the 2nd year of study.
Training contents is determined through students’ special assignments. Students are required to make a professional presentation of their training course. Professional training is performed with transport companies, workshops and institutions.

Developing of general and specific competence (knowledge and skills)
Practical knowledge and skills acquired within companies or institutions.

Methods of assessment
Written presentation of professional training
ROAD TRANSPORT INFRASTRUCTURE

Course unit number: 30
ECTS credits: 3

Hours weekly: 2+1+0+0 / V

Syllabus outline
Introduction, basic terms, definitions, and terminology. Statutory regulations and institutions related with all-weather road design and construction. Road classification. Elements of horizontal and vertical road lines and their compatibility. Road cross section elements. Road-side structures and road equipment. Lower and upper road layers. Road surface construction types: flexible and rigid, multi-layered, the level crossroads layer and multi-level interchange quality and compactness control: construction elements, traffic related and technical and aesthetic criteria. Pedestrian zones and communications.

Developing of general and specific competence (knowledge and skills)
Familiarization with comparative performance techniques and research on an optimum model in terms of economic, technical, and aesthetic criteria.

Methods of assessment
The course is carried out weekly, in the form of consultancy.
MEANS OF ROAD TRANSPORT AND THEIR EXPLOITATION  
Course unit number: 31  
ECTS credits: 5  

Hours weekly: 2+0+2+0 / V

Syllabus outline

Developing of general and specific competence (knowledge and skills)
Introduction to various types, parts and assemblies of a vehicle, as well as to driving dynamics, driving conditions and their influence on safe driving. Introduction to changes concerning the reliability of a vehicle during exploitation and familiarizing with maintenance.

Methods of assessment
The course is carried out weekly, in the form of consultancy.
### Syllabus outline

Definition of road transport technology, particularly: road transport technology structure, features of cargo and passengers transport demands in interurban transport. Methods of classification of transport demands. Transport coefficient. Road transport structure: infrastructure, superstructure, means of transport, transport equipment and basic, classical and advanced technologies of road transport. Functions of road transport: choice methodology, distribution of cargo on the vehicle as a factor influencing burdening of tires and their wearing out as well as driving safety, rostering criteria, time analysis of means of transport and handling devices. Information system and road transport technology management system. Planning of development of road means of transport.

### Developing general and specific competence (knowledge and skills)

Familiarizing with theoretical models and fields of their application, as well as with advantages and disadvantages of particular technological models in road transport. Designing of technological lists and work organization. Calculation of physical and financial indicators after designed models.

### Methods of assessment

The course is carried out weekly, in the form of consultancy.
### ROAD TRANSPORT SAFETY WITH TRAFFIC ACCIDENTS EXPERTISE

<table>
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### Syllabus outline


### Developing general and specific competence (knowledge and skills)


Mastering budget methods of important exploitation elements. Familiarizing with criteria and choice techniques regarding means of transport according to its purpose.

### Methods of assessment

The course is carried out weekly, in the form of consultancy.
TRAFFIC ENGINEERING

Course unit number: 34
ECTS credits: 4

Hours weekly: 2+0+1+0 / V

Syllabus outline


Developing general and specific competence (knowledge and skills)

Introduction to the problems of interrelation between traffic supply and demand, research and planning of transport. Identification of skills of flows of transport managing and possibilities of solving flow of transport conflict problems. Introduction to software for traffic movements and capacities calculation.

Methods of assessment

The course is carried out weekly, in the form of consultancy.
INFORMATION SYSTEMS IN ROAD TRANSPORT

Syllabus outline


Developing general and specific competence (knowledge and skills)

Familiarizing with the most important informatics terms and their meaning. Acquisition of knowledge regarding information system user and his importance in its particular development stages. Importance of relationship between business and information system relationship. Information systems differentiation.

Methods of assessment

The course is carried out weekly, in the form of consultancy.
ROAD TRANSPORT ECONOMICS

Course unit number: 36
ECTS credits: 4

Syllabus outline


Developing general and specific competence (knowledge and skills)

Introduction to functioning and development of Croatian and European road transport network, assessment of justification of road infrastructure development, evaluation of modern phenomena in road transport.

Methods of assessment

The course is carried out weekly, in the form of consultancy.
SEMESTRAL PRACTICAL PROFESSIONAL TRAINING

Course unit number: 37
ECTS credits: 13

Hours weekly: 0+0+0+(x) / VI

Syllabus outline
Practical professional training assignments follow the contents of particular professional studies. Particular professional study practical training assignments are defined by practical training supervisors. Practical professional training contents and dynamics are defined by practical training supervisors in agreement with mentors within a particular company.

Developing general and specific competence (knowledge and skills)
Acquiring practical knowledge and skills with companies or institutions.

Types of classes and methods of assessment
A 225-hour practical professional training is performed under supervisor’s control. For quality purposes special arrangements are made with appropriate organizations through nominated mentors securing successful practical trainings. Students are required to keep journals.
GRADUATION THESIS

Course unit number: 38
ECTS credits: 17

Hours weekly: 0+0+(x)+0 / VI

Syllabus outline
Graduation thesis represents an independent work for assessment of student’s professional knowledge required to evidence a certain level of skill in resolving independently a professional assignment. The content of graduation thesis is based on implementation of professional knowledge and skills acquired throughout the professional study. Themes are limited to certain professional courses only. Theme selection is to be made by students during semester VI of study. Topics are determined by mentors available for contacting throughout the thesis draw-up process. Thesis scope is determined within the 225-hour practical professional training.

Developing general and specific competence (knowledge and skills)
Training for resolving independently a problem assigned implementing professional knowledge acquired throughout the study. During the thesis draw-up process, students are directed by their mentors toward successful achievement of objectives determined.

Types of classes and methods of assessment
In agreement with their mentors, students select their graduation thesis themes to be elaborated following mentor’s suggestions for presentation before a commission.
RAIL TRANSPORT INFRASTRUCTURE

Course unit number: 39
ECTS credits: 3

Syllabus outline


Developing general and specific competence (knowledge and skills)

Introduction to railway designing, building and maintenance, as well as with its constructive elements. Introduction to development directions and possibilities. Familiarizing with advantages of railway transport over other types of transport.

Methods of assessment

The course is carried out weekly, in the form of consultancy.
ROLLING STOCK AND TRAIN HAULING

Course unit number: 40
ECTS credits: 4

Hours weekly: 2+0+1+0 / V

Syllabus outline


Developing general and specific competence (knowledge and skills)

Familiarization with rolling stock types, features, and assemblies. Acquiring skill in train hauling and braking computation methods. Familiarization with rolling stock exploitation and maintenance.

Methods of assessment

The course is carried out weekly, in the form of consultancy.
RAIL TRANSPORT TECHNOLOGY AND ORGANIZATION
Course unit number: 41
ECTS credits: 6

Hours weekly: 3+2+0+0 / V

Syllabus outline

Transport technology as a science and business activity. Special transport technologies. Rail transport technology relevant features. Rail organization basic terms. Railway vehicles. Rail transport organization factors; stationary facilities, transport means, human resources.
Rail transport exploitation indicators: hauled and hauling means exploitation.
Planning and analysis assignments. Transport planning and analysis: transport plan, transport plan performance analysis.
Train transport graphic display: train transport chart.
Rail capacity computation. Rail technical capacity: carrying capacity, flowing capacity. Rail technical capacity exploitation computation, technical capacity upgrading. Timetable draw-up.

Developing general and specific competence (knowledge and skills)

Familiarization with rail transport technology. Familiarization with hauled and hauling means exploitation. Computation methods, rail capacities, rail flowing capacity, and carrying capacity computations.

Methods of assessment

The course is carried out weekly, in the form of consultancy.
SIGNALLING AND AUTOMATION IN RAIL TRANSPORT

Course unit number: 42
ECTS credits: 4

Hours weekly: 2+0+1+0 / V

Syllabus outline

Developing general and specific competence (knowledge and skills)
Familiarization with the make, purpose, advantages and shortcomings, and operation of particular signalling and safety equipment and components. Pointing to possibilities and necessities for implementation of most recent technologies in rail transport management.

Methods of assessment
The course is carried out weekly, in the form of consultancy.
RAIL TRANSPORT SAFETY

Course unit number: 43
ECTS credits: 4

Hours weekly: 2+0+1+0 / V

Syllabus outline


Developing general and specific competence (knowledge and skills)

Perceiving the problems and the importance of rail transport safety. Introduction to technological and technical solutions which enable, i.e. increase the rail transport safety. Familiarizing with measures to be taken in case of emergency.

Methods of assessment

The course is carried out weekly, in the form of consultancy.
INFORMATION SYSTEMS IN RAIL TRANSPORT

Course unit number: 44
ECTS credits: 3

Hours weekly: 1+0+2+0 / V

Syllabus outline


Developing general and specific competence (knowledge and skills)

Mastering of the most important informatics terms and their meaning. Learning about information system user and his role in development of particular phases of information system. Perceiving of the importance of relationship between the business system and the information system. Diversity of information systems.

Methods of assessment

The course is carried out weekly, in the form of consultancy.
RAIL TRANSPORT ECONOMICS

Course unit number: 45
ECTS credits: 3

Hours weekly: 2+1+0+0 / V

Syllabus outline


Developing general and specific competence (knowledge and skills)

Introduction to functioning and development of Croatian and European railway network, assessment of railway operators’ successfulness in business operations, quantification of expenses in railway traffic, consideration of modern phenomena in railway traffic.

Methods of assessment

The course is carried out weekly, in the form of consultancy.
POSTAL SERVICES INFRASTRUCTURE

Course unit number: 46
ECTS credits: 3

Hours weekly: 2+1+0+0 / V

Syllabus outline

Developing general and specific competence (knowledge and skills)

Methods of assessment
The course is carried out weekly, in the form of consultancy.
POSTAL SERVICES TECHNOLOGY AND ORGANIZATION

Course unit number: 47
ECTS credits: 4

Syllabus outline

Developing general and specific competence (knowledge and skills)
Familiarization with theoretical models and their respective implementation areas as well as particular technological model advantages and shortcomings in postal services.

Methods of assessment
The course is carried out weekly, in the form of consultancy.
POSTAL PAYMENT SERVICES

Course unit number: 48
ECTS credits: 4

Hours weekly: 2+0+1+0 / V

Syllabus outline


Developing general and specific competence (knowledge and skills)

Familiarization with postal and payment service relevant elements and procedures and postal services in money transactions.

Methods of assessment

The course is carried out weekly, in the form of consultancy.
POSTAL SERVICES INFORMATION SYSTEMS

Course unit number: 49
ECTS credits: 3

Syllabus outline

Term meaning and postal service and communication information system features. Systematization of information system components: assembly equipment and operational systems, communication equipment, programme development tools, object technology, Internet and web technology, quantitative analysis table calculators, relation data bases.
Postal service information system design and development. Business engineering and supply chain management as postal service advanced information system basic development methods. Postal service advanced information systems. Postal service information and booking systems. Data, information, and message monitoring and management. Postal parcel automated sorting systems. Postal service and communication globalization and automation.

Developing general and specific competence (knowledge and skills)

Acquiring knowledge on most significant informatical terms and their meanings, on information system users and their importance for particular development phases. Learning the importance of relations between business system and information system. Information systems diversity.

Methods of assessment

The course is carried out weekly, in the form of consultancy.
POSTAL SERVICES NETWORK PLANNING

Course unit number: 50
ECTS credits: 5

Hours weekly: 2+1+0+0 / V

Syllabus outline

Developing general and specific competence (knowledge and skills)
Familiarization with postal network design and planning and postal service optimization possibilities.

Methods of assessment
The course is carried out weekly, in the form of consultancy.
POSTAL SERVICES ECONOMICS

Hours weekly: 2+1+0+0 / V

ECTS credits: 4

Syllabus outline


Developing general and specific competence (knowledge and skills)

Introduction to functioning and development of Croatian and European postal services network, assessment of postal operators’ successfulness in business operations, quantification of expenses in postal traffic, consideration of modern phenomena in postal traffic.

Methods of assessment

The course is carried out weekly, in the form of consultancy.
<table>
<thead>
<tr>
<th>POSTAL SERVICES TECHNICAL FACILITIES</th>
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<td>ECTS credits: 4</td>
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**Syllabus outline**

**Developing general and specific competence (knowledge and skills)**
Familiarization with postal service technical facilities, parcel sorting automation and mechanization possibilities, and parcel transport alternatives.

**Methods of assessment**
The course is carried out weekly, in the form of consultancy.
HUMAN RESOURCES IN TRANSPORT

Course unit number: 57
ECTS credits: 3

Hours weekly: 2+1+0+0 / V

Syllabus outline

Theoretical features of economics, labor market and human resources. Organizational concept of human resources management in transport enterprises. Functions of human resources in transport enterprises. Information technologies – a factor in achieving high quality management over human resources in transport enterprises.

Developing general and specific competence (knowledge and skills)

Introduction to functioning of transport labor market, comprehension of specific qualities of management over human resources in transport, developing of a modern approach to human resources management process, mastering of functions of human resources in transport enterprises.

Methods of assessment

The course is carried out weekly, in the form of consultancy.
## INTRODUCTION INTO METHODOLOGY OF PROFESSIONAL AND SCIENTIFIC PAPERS

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### Syllabus outline

Introduction into scientific research (scientific methods, terminology and classification of scientific methods, scientific work and research). Technology of developing a scientific and professional paper (the difference between scientific and professional work, topic choice, plan and research methodology, stages and important features of developing scientific and professional work, tables, images, graphs and their application in scientific research). Scientific and professional publications. Classification and structure of scientific and professional papers; terminology and types of papers in tertiary-level education, scientific papers categorization. Basic terminology (footnote, quote, abbreviation, publication). Basic parts of a scientific papers (introduction, research, research results, conclusion, keywords, references or bibliography; other parts: acknowledgement, coauthors, foreword, abbreviations, list of images and illustrations, graphical and image appendices). Structuring parts of a paper (chapters), paragraphs (a topic and concept). Reticulating and writing a professional paper. Ethical research aspects, ethical codex, an authorship question. Writing a seminar paper and a final thesis. Creating a working bibliography; choice, gathering and examining literature; an on-line database, on-line magazines, purposeful browsing the Internet. Libraries. Documenting sources (quoting, paraphrasing and a list of literature). Creating a working bibliography; choice, gathering and examining literature; an on-line database, on-line magazines, purposeful browsing of the Internet. Professional board. Text formatting. A linguistic-stylistic text analysis (orthographical, grammatical and stilisti-linguistic interventions; clarity; simplicity; expressing thoughts concisely). Administrative and scientific functional styles of the Croatian standard language. Linguistic and orthographical norms of the Croatian standard language in written and oral expression.

### Developing general and specific competence (knowledge and skills)

Inform students on specific methodological questions that are in relation with final thesis development by taking into consideration concrete examples of previous theses. The course develops the ability to write scientific and professional papers by introducing basic terminology in developing paper methodology; planning: phases of creating and basic procedures in its creation. The purpose of the course is to increase the level of literacy and students’ linguistic competence, which is not necessary only in writing a final thesis, but in developing presentations, but also in terms of their lifelong education and a critical approach to a text, among others, a critical approach to your own text.

### Methods of assessment

The course is carried out weekly, in the form of consultancy.